

◆◆◆ Molly Prinz ◆◆◆

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Administrative Assistant | Executive Assistant

Professional Profile

Dedicated, detail-oriented professional, with extensive experience in the development, implementation, and administration of programs and initiatives, fiscal accountability, and issue management. Creative and visionary thinker with great skills in planning and conceptualizing, who played a consultative business partner role with internal clients, resulting in growth for external client marketing. Organized and deadline conscious individual who is equally comfortable dealing with vendors, staff, clients, and customers. Motivated and innovative leader, who values confidentiality and has a unique ability for staying on top of client issues, deliverables, and escalations to ensure the timely resolution of issues.

Key Strengths

Event & Activity Management | Customer Service & Support | Marketing & Promotions
Business Development | Contract Development & Negotiations | Meeting Planning & Scheduling
Report Development | Budget Monitoring | Confidentiality
Staff Supervision | Sales Contracts | Purchasing | Vendor Relations | Cost Control

Selected Accomplishments and Milestones

- ◆ Decreased office and operations expenditures by 17% through implementing controls for stock and supplies, standardizing ordering procedures, resulting in cost-savings of \$53,000 in 2008 and additional cost savings in later years.
- ◆ Built effective relationships with multiple shipping companies, such as FedEx, UPS, SmartPost, USPS, and Brokers, learning shipping rules and restrictions and strategies to select the most cost-effective option for each customer, resulting in reducing shipping costs by \$98,000 to \$169,000.
- ◆ Increased efficiency by implementing workflow and process improvements, resulting in increased production despite reduction in workforce.
- ◆ Formed partnerships with vendors, such as Uzip, Office Max, Aramark, Paramount Paper, POS, and Xpedx to determine most cost-effective, attractive, and competitive offers for customers for marketing promotional products, such as creative gift certificates, hats, t-shirts, and gift baskets.

Professional Experience

PINNACLE MARKETING SERVICES, St. Louis Park, MN
Formerly Gandolf Distribution Inc. (GDI)

2006– 2011

Bidding & Materials Manager | Executive Assistant – President & Officers (2008–2011)

Quality Supervisor | Assistant Vice President Information Technology (2008)

Production Lead | Administrative Assistant (2006–2008)

Managed bidding process and purchasing for multi-channel marketing fulfillment company, recognized as national leader with Fortune 500 clientele, building company brands by delivering fulfillment services and marketing solutions to promote business by fostering and solidifying customer relationships.

As key member of management team, charged with increasing company margins while continually adding value to client relationships. Served as liaison between President, Vice President - IT, and Vice President of Sales to complete company projects, coordinate corporate meetings and events both internally and externally with clients, and manage communication projects.

- ◆ Created employee handbook with management team, detailing policies, and procedures, such as insurance options, dress code, vacation policy, leave of absence, sick leave, and pertinent policies.
- ◆ Managed and promoted going-out-of-business sale for company, including promotional marketing materials, cash transactions, and recordkeeping.
- ◆ Designed employee evaluation forms in collaboration with the management team.
- ◆ Created bids for sales team, managing purchase requisitions and ordering.
- ◆ Effectively negotiated long-term contracts for services and supplies, including large production equipment, phone equipment, transportation, printing, travel arrangements, and office supplies.

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Professional Experience

PINNACLE MARKETING SERVICES, St. Louis Park, MN 2006- 2011

As Quality Supervisor, documented ISO 9001 procedures and managed ISO Corrective And Preventative Action requests (CAPA) and Non-conformance reports (NCR).

- ◆ Scheduled packaging and shipment workflow for USPS and third party parcel packages.
- ◆ Collaborated with Vice President of IT on scheduling, office organization, and file maintenance.
- ◆ Managed employee documentations, including human resources forms, attendance records, and payroll documents.

As Production Lead, trained production employees in work procedures, company policies, and conducted employee orientation.

- ◆ As Administrative Assistant to the Production Manager, completed applicable employee training materials and hiring materials for up to 50 production employees, including both full-time and temporary employees.
- ◆ Received, verified, and analyzed time cards as well as any other employee documentation, leave approval forms, and insurance forms.
- ◆ Cross-trained employees to create an atmosphere where employees could maximize production by trading roles.

PALMER SPORTS, Golden Valley, MN

2005-2006

Sales Associate

As Sales Associate for high volume sporting goods retail location, achieved personal daily sales of \$1,800 to \$2,500.

- ◆ Selected as Top Sales Associate for clothing sales on multiple occasions, held the record for seven consecutive months.
- ◆ Assisted lead buyer with buying decisions, evaluated college apparel and pro-licensed materials to select potential top-selling items.
- ◆ Trained new associates in customer service techniques, solution-selling, and strategies for maintaining an attractive sales floor.
- ◆ Developed expertise in order processing, inventory control, and merchandising new products.

Technology Snapshot

Microsoft Office: Word, Excel, Outlook | QuickBooks | Great Plains
Internet Research | Data Entry | NGIS (in-house inventory management system)

Community Connections

- ◆ **Volunteer**, Salem Lutheran School, Annual Miracles - Auction/Dinner Fundraising Event. Solicited donations from area businesses for the auction through cold calling and sending request letters for donations, resulting in a profit of more than \$35,000.
- ◆ **Volunteer**, Salem Lutheran School – Administrative Assistant services: copying, collating publications, laminating, and event management.
- ◆ **Member**, Career Crossroads Networking Group

Education | Professional Development

Bachelor of Science – Elective Studies, 2006
Minor: Business Management | Communication Studies
AUGSBURG UNIVERSITY, Minneapolis, MN

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